

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2002/05/09 : CIA-RDP83B00100R000100120006-7

Executive Registry
77-737

ES-77/4
17 March 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Preparation of Correspondence
for the Director

1. Memoranda prepared for the Director will include the information cited in Attachment A. Each item will be included in the text, if appropriate. If the document fails to show coordination with appropriate DCI staff elements, we will refer it to those elements for information and comment prior to being forwarded to the DCI, via the DDCI as appropriate. Material prepared for the Director will be presented in clear, direct language, and as succinctly as possible.

2. Memoranda prepared for the Director's signature will follow the formats shown in Attachments B and C (depending on whether he is writing on Agency or Community business, respectively). Correspondence addressed to Cabinet officers or other senior officials will be no longer than one page. If more detailed information is necessary, it will be prepared as a blind memorandum with title and shown as an attachment to the one-page letter or memorandum.

3. Formal letters for the Director's signature will be prepared on the same letterhead stationery as shown in Attachments B and C, as appropriate (when possible, use the small stationery). Personal letters will be prepared on "Director of Central Intelligence" stationery, using the format shown as Attachment D, (when possible, use the small DCI stationery). With both formal and personal letters, if the addressee is known to the Director, he prefers to use the addressee's first name in the salutation (you may usually determine the appropriate style by following the form used by the addressee in signing a letter addressed to the Director, if available, though the Director generally prefers to respond to most writers whom he knows personally by their first name). For

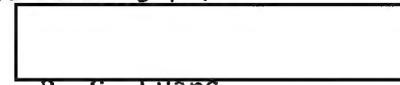
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the complimentary close, the Director normally uses "Yours;" when a more formal salutation is used, "Yours sincerely." The Director's name will be typed in all capital letters, followed by "Admiral, U.S. Navy" block style. On any occasion when letterhead stationery is not used, the line, "Director of Central Intelligence," or "Director, Central Intelligence Agency," as appropriate, will be blocked under "Admiral, U.S. Navy." The name and address of the addressee will appear at the bottom left of the page on a personal letter.

4. Letterhead stationery as shown in the attachments may be obtained from the DCI Administrative Office, 7C-17, Headquarters.

5. Correspondence for the Director's signature should be forwarded in a letter size brown manila folder with the incoming correspondence paper clipped to the left hand side of the folder and the correspondence for signature clipped to the right-hand side. The resulting package should be conveyed with an appropriately classified routing paper stapled on the outside of the folder.



B. C. Evans
Executive Secretary

STATINTL

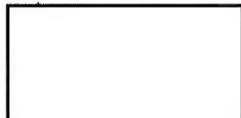
Attachments

Distribution:

O/DCI
O/DDCI
D/DCI/IC
D/DCI/NI
DDS&T
DDI
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IG
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AO/DCI
D/EEO

STATINTL

Info:

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MEMORANDUM FOR: Director of Central Intelligence
VIA: Deputy Director of Central Intelligence (As Appropriate)
FROM: John P. Doe
Deputy Director for,
SUBJECT: (As Appropriate)
REFERENCE: (As Appropriate)

1. Action Requested: Begin with a simple statement of the action required. If no action is required, say "None; for information only." In a few sentences summarize the content of the memorandum.

2. Background: In a brief, to-the-point style, present the essential information necessary to explain the action requested. If controversial:

- a. Include the pros and cons of the issue;
- b. Propose alternatives where feasible;
- c. Cite your reasoning in support of the recommended option.

3. Staff Position: List the DCI staff elements (OGC, OLC, IG, Comptroller, etc.) consulted and their positions. If no coordination is deemed necessary, omit this paragraph.

4. Recommendation: A direct statement of what action is requested, followed by decision lines, if appropriate.

John P. Doe

APPROVED: _____
Director of Central Intelligence

DISAPPROVED: _____
Director of Central Intelligence

DATE: _____

Attachment B

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The Director



Washington, D.C. 20503

MEMORANDUM FOR:

SUBJECT: (As Appropriate)

REFERENCE: (As Appropriate)

1.

2.

3.

STANSFIELD TURNER
Admiral, U.S. Navy

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Attachment C

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Washington, D.C. 20505

MEMORANDUM FOR:

SUBJECT: (As Appropriate)

REFERENCE: (As Appropriate)

1.

2.

3.

STANSFIELD TURNER
Admiral, U.S. Navy

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Attachment 6

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Washington, D.C. 20505

Dear John,

How thoughtful of you to write that warm letter of congratulations on my appointment to this new post. It is going to be a challenging one, but I am looking forward to it and greatly appreciate your support.

Concerning your thought that we here participate in the 11 August seminar on World Energy Shortages, I have asked our experts to give it serious consideration. Dr. William Smith will be in touch with you shortly.

Again, many thanks and all the best.

Yours,

STANSFIELD TURNER
Admiral, U.S. Navy

Professor John Doe
1234 Main Street
Joplin, Missouri 12345

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TRANSMITTAL SLIP		DATE
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TO: All NIO Secretaries		
ROOM NO.	BUILDING	
REMARKS:		
<p>FYI - Preparation of Correspondence for the Director.</p> <p><i>Put file</i></p>		
FROM: _____		
ROOM NO.	BUILDING	EXTENSION
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